

# Renewal Free Application for Federal Student Aid

July 1, 1999 – June 30, 2000 School Year (1999-2000)



OMB No. 1840-0110

Send in this application only between January 1, 1999 and June 30, 2000

You can use this **Renewal FAFSA** to apply for federal grants, work-study money, and loans. Because the Renewal FAFSA contains preprinted information that you reported to us for the 1998-99 school year, it is faster and easier for you to use than the Free Application for Federal Student Aid (FAFSA).

Enter new or updated information in the 1999-2000 column if your previous answer has changed or was incorrect. For questions with an arrow pointing to the 1999-2000 column, you **must** give us new information.

## Your answers will be read by a machine:

- use black ink or #2 pencil and fill in ovals completely, like this:
- print clearly in CAPITAL letters and skip a box between words:
- round all figures to the nearest dollar, and report amounts (such as \$12,356.00) like this:
- write numbers less than 10 with a zero (0) first:
- to delete a 1998-99 answer, draw a line through the preprinted 1998-99 answer **and** the corresponding 1999-2000 boxes or ovals:

Yes	<input checked="" type="radio"/>	1	No	<input type="radio"/>	2	
5		E	L	M	S	T
	1	2	3	5	6	
0	7					
100. Question						
<del>ANSWER</del>						
101. Question						
<del>ANSWER</del>	Yes	<input type="radio"/>	1	No	<input type="radio"/>	2

If you are filing a **1998 income tax return**, we recommend that you fill it out before completing the application. However, you do not need to send your income tax return to the IRS before you fill out this form.

After you complete this application, make a copy of it. Mail the form and return postcard in the enclosed envelope or to the address printed on the application. You should receive a Student Aid Report (SAR) in the mail within four weeks. If you do not, please call 1-319-337-5665.

If you have **unusual circumstances** (such as loss of employment or major medical expenses) that might affect your need for financial aid, check with the financial aid office at the college you plan to attend.

With this form you may also be able to apply for student **aid from other sources, such as your state or college**. The deadlines for states (see page 2) or colleges may be as early as January 1999, and may require additional forms.

**File your 1999-00 Renewal FAFSA on the Web: See page 3**

**DRAFT 7/8/98**

In addition to federal student aid, you may also be eligible for a **Hope** or a **Lifetime Learning** income tax credit, both of which you claim when you file your taxes. For more information on these tax credits, this application, and the U.S. Department of Education's student aid programs, call 1-800-4FED-AID (1-800-433-3243) Monday through Friday between 8:00am and 8:00pm eastern time or look on the internet at <http://www.ed.gov/offices/OPE>. If you are hearing impaired, call TDD 1-800-730-8913.

You should submit this application as early as possible, but not before January 1, 1999. Any 1999-2000 Renewal FAFSA dated or received before January 1, 1999 will be returned unprocessed.

This application cannot be processed after June 30, 2000.

## **Deadline Dates for State Student Aid.**

Generally, state aid comes from your state of legal residence. Check with your financial aid administrator at your college about state and college sources of student financial aid. State deadlines are below.

AZ	June 30, 2000 ( <i>date received</i> )	ND	April 15, 1999 ( <i>date processed</i> )
* CA	March 2, 1999 ( <i>date postmarked</i> )	NH	May 1, 1999 ( <i>date received</i> )
* DC	June 24, 1999 ( <i>date received by state</i> )	NJ	1998-99 Tuition Aid Grant Recipients -- June 1, 1999
DE	April 15, 1999 ( <i>date received</i> )		All other applicants -- October 1, 1999, for fall and spring terms -- March 1, 2000, for spring term only ( <i>date received</i> )
FL	May 15, 1999 ( <i>date processed</i> )	* NY	May 1, 2000 ( <i>date postmarked</i> )
HI	March 1, 1999	OH	October 1, 1999 ( <i>date received</i> )
IL	First-time applicants -- October 1, 1999 Continuing applicants -- June 1, 1999 ( <i>date received</i> )	OK	April 30, 1999 ( <i>date received</i> )
^ IN	Priority consideration -- March 1, 1999 ( <i>date postmarked</i> )	OR	May 1, 2000 ( <i>date received</i> )
IA	June 1, 1999 ( <i>date received</i> )	* PA	All 1998-99 State grant recipients -- May 1, 1999 Non-1998-99 State grant recipients in degree programs -- May 1, 1999 All other applicants -- August 1, 1999 ( <i>date received</i> )
* KS	For priority consideration -- April 1, 1999 ( <i>date processed</i> )	PR	May 2, 2000 ( <i>date application signed</i> )
KY	For priority consideration -- March 15, 1999 ( <i>date received</i> )	RI	March 1, 1999 ( <i>date received</i> )
LA	March 15, 1999 ( <i>date postmarked</i> )	SC	June 30, 1999 ( <i>date received</i> )
MA	For priority consideration -- May 1, 1999 ( <i>date received</i> )	TN	May 1, 1999 ( <i>date processed</i> )
MD	March 1, 1999 ( <i>date postmarked</i> )	* WV	March 1, 1999 ( <i>date received</i> )
ME	May 1, 1999 ( <i>date received</i> )		Check with your financial aid administrator for these states: AL, AK, *AS, AR, CO, *CT, GA, *GU, ID, MS, *NE, *NV, *NM, *SD, *TX, UT, *VT, *VI, *VA, WA, WI, *WY, *FM, *MH, *MP, and *PW.
MI	High school seniors -- February 21, 1999 College students -- March 21, 1999 ( <i>date received</i> )		
MN	June 30, 2000 ( <i>date received</i> )		
MO	April 1, 1999 ( <i>date received</i> )		
MT	For large schools -- March 1, 1999. For small schools -- April 1, 1999		
NC	March 15, 1999 ( <i>date received</i> )		

\* Additional form may be required. ^ Applicants encouraged to obtain proof of mailing.

## ***Renewal FAFSA on the Web***

You can submit your 1999-00 Renewal FAFSA over the internet. Here's how to get started:

### **1. Get an EAC**

To use Renewal FAFSA on the Web, you will need an EAC (Electronic Access Code.) Visit our website at <http://www.fafsa.ed.gov> and follow the link to "Request an EAC." Read the instructions and submit the required identifying information. You will receive your EAC in the mail in a secured envelope in 7-10 days. You should request your EAC as soon as possible, but **not before November 23, 1998.**

### **2. Access Your Information**

Once you obtain an Electronic Access Code (EAC), you can electronically access your information and update the information that has changed since last year. Processing is free and secure, and generally is completed 7-14 days faster than if you completed and mailed a paper application. You should file as soon as possible, but **not before January 4, 1999.**

## ***Step One***

## ***You (the Student)***

### **14-15.** Are you a U.S. citizen?/Alien Registration Number

If you are an eligible noncitizen, review or correct your eight or nine digit Alien Registration Number. Generally, you are an eligible noncitizen if you are: (1) a U.S. permanent resident and you have an Alien Registration Receipt Card (I-151 or I-551); (2) a conditional permanent resident (I-151C); or (3) an other eligible noncitizen with an Arrival-Departure Record (I-94) from the U.S. Immigration and Naturalization Service showing any one of the following designations: "Refugee," "Asylum Granted," "Indefinite Parole," "Humanitarian Parole," or "Cuban-Haitian Entrant."

### **16.** What is your marital status as of today?

### **17.** Enter the month and year you were married, separated, divorced, or widowed.

### **18-22.** For each question, please mark whether you will be full time, 3/4 time, half time, less than half time, or not attending. Mark "full time" if you are not sure.

For undergraduates, full time generally means taking at least 12 credit hours in a term or 24 clock hours per week. 3/4 time generally means taking at least 9 credit hours in a term or 18 clock hours per week. Half time generally means taking at least 6 credit hours in a term or 12 clock hours per week. Provide this information about the college you plan to attend.

### **23.** What is the highest school your father completed?

### **24.** What is the highest school your mother completed?

## Step One, continued...

- 30.** What degree or certificate will you be working towards during 1999-2000? Write in the one-digit code for the type of degree or certificate you expect to receive.

Enter **1** for 1<sup>st</sup> bachelor's degree

Enter **2** for 2<sup>nd</sup> bachelor's degree

Enter **3** for associate degree  
(occupational or technical program)

Enter **4** for associate degree (general  
education or transfer program)

Enter **5** for certificate or diploma for  
completing an occupational, technical, or  
educational program of less than two years

Enter **6** for certificate or diploma for  
completing an occupational, technical, or  
educational program of at least two years

Enter **7** for teaching credential program  
(nondegree program)

Enter **8** for graduate or professional degree

Enter **9** for other/undecided

- 31.** What will be your grade level when you begin the 1999-2000 school year?

- 32.** Will you have a high school diploma or GED before you enroll?

- 33.** Will you have your first bachelor's degree before July 1, 1999?

- 34.** In addition to grants, are you interested in student loans (which you must pay back)?

- 35.** In addition to grants, are you interested in "work-study" (which you earn through work)?

- 36.** If you receive veterans' education benefits, for how many months from July 1, 1999, through June 30, 2000, will you receive these benefits?

- 37.** What is the amount of your veterans' education benefits per month?

- 38.** For 1998, have you filed your IRS income tax return, your tax return for Puerto Rico, Guam, American Samoa, the Virgin Islands, Marshall Islands, the Federated States of Micronesia, or Palau, or your foreign tax return?

- 39.** What income tax return did you file or will you file for 1998?

If you filed or will file a tax return with Puerto Rico, Guam, American Samoa, the Virgin Islands, Marshall Islands, the Federated States of Micronesia, or Palau, use the information from these tax returns to fill out this form.

If you filed or will file a foreign tax return, use the information from your foreign tax return to fill out this form. Convert all figures to U.S. dollars, using the exchange rate that is in effect today.

- 40.** If you have filed or will file a 1040, were you eligible to file a 1040A or 1040EZ?

In general, you are eligible to file a 1040A or 1040EZ if you make less than \$50,000, do not itemize deductions, do not receive income from your own business or farm, and do not receive alimony or capital gains. You is not eligible if you receive self-employment income, alimony, capital gains, or itemize deductions.

## Step One, continued...

- 41.** What was your (and your spouse's) adjusted gross income for 1998?

Adjusted gross income is on IRS form 1040—line X; 1040A—line X; or 1040EZ—line X.

- 42.** Enter the total amount of your (and your spouse's) income tax for 1998.

Income tax amount is on IRS income tax form 1040—line X; 1040A—line X; or 1040EZ—line X

- 43.** Enter your (and your spouse's) exemptions.

Exemptions are on form 1040—line X or on form 1040A—line X. For 1040EZ, if you answered "Yes" on line X, use line X to determine the number of exemptions (\$XXXX equals one exemption). If you answered "No" on line X, enter 01 if you are single, or 02 if you are married.

- 44.** Enter your Earned Income Credit from IRS form 1040—line X; 1040A—line X; or 1040EZ—line X.

- 45-46.** How much did you (and your spouse) earn from working in 1998? Answer this question whether or not you filed a tax return.

This information may be on your W-2 forms, or on IRS form 1040—lines X, X, and X; on 1040A—line X; or on 1040EZ—line X.

- 47-48.** Go to pages 6 and 7 of this booklet. Enter all of the items that apply to you (and your spouse) in the column **on the left**. Enter the student total for Worksheet A in question 47. Enter the student total for Worksheet B in question 48.

- 49.** What is the total current balance of your (and your spouse) cash, savings, and checking accounts?

- 50-52.** What is the current net worth of your investments (50), business (51), and investment farm (52)?

Net Worth means current value minus debt. If net worth is one million or more, enter 999999. If net worth is negative, enter 0

Investments include real estate (other than your home), trust funds, money market funds, mutual funds, certificates of deposit, stocks, bonds, other securities, installment and land sale contracts (including mortgages held), commodities, etc. Investment value includes the market value of these investments. Do not include the value of life insurance and retirement plans (pension funds, annuities, IRAs, Keogh plans, etc.) or the value of prepaid tuition plans. Investment debt means only those debts that are related to the investments.

Business value includes the market value of land, buildings, machinery, equipment, and inventory. Business debt means only those debts for which the business was used as collateral.

Do not include a farm that you live on and operate in your investment farm net worth.

**continued on Page 8...**

- Even though you may have few of these items, review each line carefully.
- Keep these worksheets with a copy of your application. Your school may ask to see them.

## Worksheet A

Question 47 Student/Spouse	Calendar Year 1998	Question 47 Parent(s)
\$ _____	Payments to tax-deferred pension and savings plans (paid directly or withheld from earnings) as reported in Box X of the W-2 Form. Include untaxed portions of 401(k) and 403(b) plans.	\$ _____
\$ _____	Deductible IRA and/or Keogh payments: IRS Form 1040—total of lines X, X, and X or 1040A—line X	\$ _____
\$ _____	Child support received for all children. Don't include foster care or adoption payments.	\$ _____
\$ _____	Welfare benefits, including Temporary Assistance for Needy Families (TANF). Don't include food stamps.	\$ _____
\$ _____	Tax exempt interest income from IRS Form 1040—line X; or 1040A—line X	\$ _____
\$ _____	Foreign income exclusion from IRS Form 2555—line X; or Form 2555EZ—line X	\$ _____
\$ _____	Untaxed portions of pensions from IRS Form 1040—(line X minus X) plus (X minus X) or 1040A—(line X minus X) plus (X minus X) excluding rollovers	\$ _____
\$ _____	Credit for Federal tax on special fuels from IRS Form 4136—Part III – nonfarmers only	\$ _____
\$ _____	Social Security payments that were not taxed	\$ _____
\$ _____	Housing, food, and other living allowances paid to members of the military, clergy, and others (including cash payments and cash value of benefits)	\$ _____
\$ _____	Workers' Compensation	\$ _____
\$ _____	Veterans noneducation benefits, such as Death Pension or Dependency & Indemnity Compensation (DIC)	\$ _____
\$ _____	Any other untaxed income and benefits, such as VA Educational Work-Study allowances, untaxed portions of Railroad Retirement Benefits, Black Lung Benefits, Refugee Assistance, etc. Don't include student aid, JTPA benefits, or benefits from flexible spending arrangements, e.g., cafeteria plans.	\$ _____
\$ _____	Cash or any money paid on your behalf, not reported elsewhere on this form	XXXXXXXXXX
\$ _____	<b>Student (and spouse) Total</b> (Enter this amount in question 47.)	\$ _____
	<b>Parent(s) Total</b> (Enter this amount in question 70.)	

## Worksheet B

Question 48 Student/Spouse	Calendar Year 1998	Question 71 Parent(s)
\$ _____	Enter the Hope Tax Credit amount from IRS income tax form 1040—line X.	\$ _____
\$ _____	Enter the Lifetime Learning Tax Credit amount from IRS income tax form 1040—line X.	\$ _____
\$ _____	Child support you or your spouse (or your parents) paid because of divorce or separation. Do not include support for children living in your (or your parents') home.	\$ _____
\$ _____	Taxable earnings from Federal Work-Study or other need-based work programs	\$ _____
\$ _____	AmeriCorps awards — allowances and benefits	\$ _____
\$ _____	Student grant and scholarship aid in excess of the tuition, fees, books, and supplies that was reported in question 41 for students and 64 for parents	\$ _____
\$ _____	<b>Student (and spouse) Total</b> (Enter this amount in question 48.)	\$ _____
	<b>Parent(s) Total</b> (Enter this amount in question 71.)	

**55.** As of today, are you married?

Answer yes if you are separated, but not divorced.

**56.** Are you an orphan or ward of the court or were you a ward of the court until age 18?

**57.** Are you a veteran of the U.S. Armed Forces?

Answer **“Yes”** (you are a veteran) if (1) you have engaged in active service in the U.S. Armed Forces (Army, Navy, Air Force, Marines, and Coast Guard), or were a cadet or midshipman at one of the service academies, and (2) you were released under a condition other than dishonorable. You should also answer **“Yes”** if you are not a veteran now but will be one by June 30, 2000.

Answer **“No”** (you are not a veteran) if (1) you have never served in the U.S. Armed Forces, or (2) you are an ROTC student, a cadet or midshipman at a service academy, or a National Guard or Reserves enlistee (and were not activated for duty). You should also answer **“No”** if you are currently serving in the U.S. Armed Forces and will continue to serve through June 30, 2000.

**58.** Do you have dependents other than a spouse? Answer **“Yes”** to this question only if:

- (1) You have children who receive more than half of their support from you, **or**
- (2) You have dependents (other than your children or spouse) who live with you and receive more than half of their support from you, now and through June 30, 2000.

**Step Three****Household Information**

**Complete this step only if you answered “Yes” to any question in Step Two.**

**59.** How many people are in your (and your spouse’s) household?

Include only:

- yourself (and your spouse, if you have one), and
- your children, if you provide more than half of their support, and
- other people if they now live with you, and you provide more than half of their support and will continue to provide more than half of their support from July 1, 1999 through June 30, 2000.

**60.** How many in question 59 will be college students between July 1, 1999, and June 30, 2000?

Count yourself as a college student even if you will attend college less than half time in 1999-2000. Include others only if they will attend at least half time in 1999-2000 in a program that leads to a college degree or certificate.

**Complete this step if you answered “No” to all questions in Step Two.**

You may also be required to complete Step Four if you are a graduate health profession student.

**Who is considered a parent in Step Four?**

If your parents are both living and married to each other, answer the questions about them. (You will be providing information about two people.)

If your parent is widowed or single, answer the questions about that parent. (You will be providing information about one person.) If your widowed parent has remarried as of today, answer the questions about that parent and the person whom your parent married. (You will be providing information about two people.)

If your parents have divorced or separated, answer the questions about the parent you lived with most during the past 12 months. If you did not live with one parent more than with the other, answer in terms of the parent who provided the most financial support during the last 12 months, or during the most recent year that you actually were supported by a parent. (You will be providing information about one person.) If this parent has remarried as of today, answer the questions on the rest of this form about that parent and the person whom your parent married. (You will be providing information about two people.)

**61.** For 1998, have you parents filed their IRS income tax return, their tax return for Puerto Rico, Guam, American Samoa, the Virgin Islands, Marshall Islands, the Federated States of Micronesia, or Palau, or their foreign tax return?

**62.** What income tax return did your parents file or will they file for 1998?

If they filed or will file a foreign tax return, use the information from their foreign tax return to fill out this form. Convert all figures to U.S. dollars, using the exchange rate that is in effect today.

If they filed or will file a tax return with Puerto Rico, Guam, American Samoa, the Virgin Islands, Marshall Islands, the Federated States of Micronesia, or Palau, use the information from these tax returns to fill out this form.

**63.** If your parents have filed or will file a 1040, were they eligible to file a 1040A or 1040EZ?

In general, your parents are eligible to file a 1040A or 1040EZ if they make less than \$50,000, do not itemize deductions, do not receive income from their own business or farm, and do not receive alimony or capital gains. Your parents are not eligible if they receive self-employment income, alimony, capital gains, or itemize deductions.

**64.** What was your parents' adjusted gross income for 1998?

Adjusted gross income is on IRS form 1040—line X; 1040A—line X; or 1040EZ—line X.



#### **Step Four, continued...**

- 65.** Enter the total amount of your parents' income tax for 1998.

Income tax amount is on IRS income tax form 1040—line X; 1040A—line X; or 1040EZ—line X.

- 66.** Enter your parent(s)' exemptions.

Exemptions are on form 1040—line X or on form 1040A—line X. For 1040EZ, if your parent(s) answered "Yes" on line X, use line X to determine the number of exemptions (\$XXXX equals one exemption). If your parent(s) answered "No" on line X, enter 01 if single, or 02 if married.

- 67.** Enter your parents' Earned Income Credit from IRS form 1040—line X; 1040A—line X; or 1040EZ—line X.

- 68-69.** How much did your parents earn from working in 1998? Answer this question whether or not your parents filed a tax return.

This information may be on their W-2 forms, or on IRS form 1040—lines X, X, and X; on 1040A—line X; or on 1040EZ—line X.

- 70-71.** Go to pages 6 and 7 of this booklet. Enter all of the items that apply to your parents in the column **on the right**. Enter the parent total for Worksheet A in question 47. Enter the parent total for Worksheet B in question 48.

- 72.** What is the total current balance of your parents' cash, savings, and checking accounts?

- 73-75.** What is the current net worth of your parents' investments (73), business (74), and investment farm (75)?

Net Worth means current value minus debt. If net worth is one million or more, enter 999999. If net worth is negative, enter 0

Investments include real estate (other than your parents' home), trust funds, money market funds, mutual funds, certificates of deposit, stocks, bonds, other securities, installment and land sale contracts (including mortgages held), commodities, etc. Investment value includes the market value of these investments. Do not include the value of life insurance and retirement plans (pension funds, annuities, IRAs, Keogh plans, etc.) or the value of prepaid tuition plans. Investment debt means only those debts that are related to the investments.

Business value includes the market value of land, buildings, machinery, equipment, and inventory. Business debt means only those debts for which the business was used as collateral.

Do not include a farm that your parents live on and operate in your parents' investment farm net worth.

- 76.** What is your parents' marital status as of today?

## **Step Four, continued...**

- 77.** How many people are in your parents' household? Include only:
- yourself and your parents, and
  - your parents' other children, if (a) your parents provide more than half of their support or (b) the children could answer "No" to every question in Step Two, and
  - other people if they now live with your parents, and your parents provide more than half of their support and will continue to provide more than half of their support from July 1, 1999 through June 30, 2000.
- 78.** How many in question 77 will be college students between July 1, 1999, and June 30, 2000?

Count yourself (the student) as a college student even if you will attend college less than half time in 1999-2000. Include others only if they will attend at least half time in 1999-2000 in a program that leads to a college degree or certificate.

## **Step Five**

## **School Information**

Review any college names and addresses preprinted on this form. If you want information to be sent to that same college in 1999-2000, fill in the oval marked "Yes" next to the college name. Also fill in the oval that corresponds to your housing plans.

If you do not want information to be sent to a college that is preprinted on this form, fill in the oval marked "No." When you fill in "No," you may write in a new college's federal school code. Look for federal school codes at your college financial aid office, at your public library, or on the Internet at <http://www.ed.gov/office/OPE>. If you cannot get the federal school code, write in the new college's complete name, address, city, and state. Also fill in the oval that corresponds to your housing plans.

## **Step Six**

## **Signature and Date**

- 95-96.** Date and Signature:

You (the student) and one parent whose information is provided in Step Four must sign and date this form or the form will be returned unprocessed. Everyone signing this form is certifying that all information on the form is correct and that they are willing to provide documents to verify the accuracy of the information.

**Do not sign, date, or mail this form before January 1, 1999.** Any 1999-2000 Renewal FAFSA dated or received before January 1, 1999 will be returned unprocessed.

- 97-99.** Preparer's information:

If this form was filled out by someone other than you, your spouse, or your parent(s), that person must complete this part. The preparer must sign and date the form, certifying that the information is correct and complete. An original signature is required, although the preparer may use a preprinted address label or a rubber stamp to fill in address information.

## **Information on the Privacy Act and use of your Social Security Number.**

We use the information that you provide on this form to determine if you are eligible to receive federal student financial aid and the amount that you are eligible to receive. Section 483 of the Higher Education Act of 1965, as amended, gives us the authority to ask you these questions and to collect your social security number.

State and institutional student financial aid programs may also use the information that you provide on this form to determine if you are eligible to receive state and institutional aid and the need that you have for such aid. Therefore, we will disclose the information that you provide on this form to each institution you list in questions 83–93, state agencies in your state of legal residence, and the state agencies of the states in which the colleges that you list in questions 83–93 are located.

If you are applying solely for federal aid, you must answer all of the following questions that apply to you: 1–9, 14–16, 25, 28–29, 32–33, 38–42, 44–65, 67–79, 82, and 95–96. If you do not answer these questions, you will not receive federal aid.

Without your consent, we may disclose information that you provide to entities under a published “routine use.” Under such a routine use, we may disclose information to third parties that we have authorized to assist us in administering the above programs; to other federal agencies under computer matching programs, such as those with the Social Security Administration, Selective Service System, Immigration and Naturalization Service, and Veterans Administration; to your parents or spouse; and to members of Congress if you ask them to help you with student aid questions.

If the federal government, the U.S. Department of Education, or an employee of the U.S. Department of Education is involved in litigation, we may send information to the Department of Justice, or a court or adjudicative body, if the disclosure is related to financial aid and certain conditions are met. In addition, we may send your information to a foreign, federal, state, or local enforcement agency if the information that you submitted indicates a violation or potential violation of law, for which that agency has jurisdiction for investigation or prosecution. Finally, we may send information regarding a claim that is determined to be valid and overdue to a consumer reporting agency. This information includes identifiers from the record; the amount, status, and history of the claim; and the program under which the claim arose.

## **State Certification.**

By submitting this application, you are giving your state financial aid agency permission to verify any statement on this form and to obtain income tax information for all persons required to report income on this form.

## **The Paperwork Reduction Act of 1995**

The Paperwork Reduction Act of 1995 says that no one is required to respond to a collection of information unless it displays a valid OMB control number, which for this form is 1840-0110. The time required to complete this form is estimated to be one hour per response, including time to review instructions, search data resources, gather the data needed, and complete and review the information collection. If you have comments about this estimate or suggestions for improving this form, please write to: U.S. Department of Education, Washington DC 20202-4651.